

CHAPTER 166. TRANSITION OF MANUFACTURER MAINTENANCE FACILITY (MMF) TO A DOMESTIC REPAIR STATION

SECTION 1. BACKGROUND

1. PROGRAM TRACKING AND REPORTING SUBSYSTEM (PTRS) ACTIVITY CODES.

A. Maintenance: 3230

B. Avionics: 5230

3. OBJECTIVE. This chapter provides guidance for the issuance of a domestic repair station certificate to certain manufacturers who currently hold a limited rating under subpart D of Title 14 of the Code of Federal Regulations (14 CFR) part 145. Additionally, it provides guidance for the subsequent surveillance and certificate management thereof.

5. THE CERTIFICATION PROCESS. This process provides for the interaction between the applicant and the Federal Aviation Administration (FAA), from initial inquiry to certificate action. It ensures that program systems and intended methods of compliance are thoroughly reviewed and evaluated. The certification process consists of five phases:

- Preapplication
- Formal Application
- Document Review
- Demonstration and Inspection
- Certification

A. Preapplication Phase. When a manufacturer who currently holds a Manufacturer Maintenance Facility (MMF) authorization, and desires to be certificated as a domestic repair station under the provisions of subpart B of 14 CFR part 145, the Principal Manufacturing Inspector (PMI) assigned to the MMF will provide the name and address of the cognizant Flight Standards District Office (FSDO). Additionally, FAA Form 8400-6, Preapplication Statement of Intent (PASI), will be provided to the applicant by the PMI. When the FSDO receives the completed PASI they

will schedule a meeting with the applicant to initiate the certification process.

B. Application Phase. To initiate the formal application phase, the team will receive the application and attachments. Normally, a team will meet with the applicant after receiving the formal application package. All questions about the proposed operation, the formal application, and attachments should be resolved at this time. The meeting should be composed of the certification team members and key management personnel from the applicant's organization.

C. Document Compliance Phase. In this phase, the application is thoroughly reviewed in addition to the technical documentation describing the services and controls that are in use by the applicant. This review ensures both conformity to the applicable regulations and safe operating procedures. This phase is performed in the FSDO by the assigned inspector. Culmination of the review is the decision to approve or reject the application dependent on the findings made by the inspector.

D. Demonstration and Inspection Phase. In this phase the assigned inspector ensures that the applicant's procedures are effective and facilities and equipment are satisfactory. The assigned inspector will conduct this phase at the applicant's facility.

E. Certification Phase. Once the applicant meets the regulatory requirements of subpart B of part 145, the assigned inspector will issue the repair station certificate, operations specifications and repairman certificate, as appropriate. Upon issuance of the repair station certificate, the assigned inspector will request the surrender of the MMF certificate unless the applicant desires to continue both the MMF and the repair station certificate.

SECTION 2. PROCEDURES

1. PREREQUISITES AND COORDINATION REQUIREMENTS.

A. Prerequisites:

- Knowledge of the regulatory requirements of part 145.
- Successful completion of the Airworthiness Inspector's Indoctrination Course or equivalent.
- Previous experience with certification or surveillance of part 145 Repair Station.

B. Coordination. This task requires coordination among Aviation Safety Inspectors (ASI), both Airworthiness and Maintenance.

3. REFERENCES, FORMS, AND JOB AIDS.

A. References:

- 14 CFR parts 21, 43, 45, 65, 121, 135 and part 145
- FAA Order 8120.1, Production Approvals, chapter 16
- FAA Order 8300.10, Airworthiness Inspector's Handbook, vol. 2, chapter 161

B. Forms:

- FAA Form 8000-4, Air Agency Certificate
- FAA Form 8000-4-1, Repair Station Operations Specifications
- FAA Form 8060-4, Temporary Airman Certificate
- FAR Form 8310-3, Application for Repair Station Certificate and/or Rating
- FAA Form 8400-6, Preapplication Statement of Intent (PASI)
- FAA Form 8610-2, Airman Certificate

C. Job Aids. None

5. RECORDS. Maintenance and alteration records should be retained in accordance with part 145, § 145.61. The content, form, and disposition of maintenance, preventive maintenance, rebuilding or alteration records are contained in detail in part 43, § 43.9. The content, form, and disposition of the records for inspections conducted by the MMF are contained in detail in § 43.9, 43.11 or 145.2 as appropriate.

7. SURVEILLANCE. The assigned inspector will conduct periodic surveillance and should include that in the work program. The following are items

that should be reviewed during the surveillance of the facility and repairman:

A. Determine that the work being performed does not exceed the authorization.

B. Determine that work is being accomplished in accordance with approved data and part 43 requirements.

C. Determine that the work accomplished is being recorded in accordance with the criteria of §§ 43.9 and/or 43.11.

D. Determine that certificated mechanic or repairmen are directly in charge of maintenance and preventive maintenance.

E. Determine that return to service requirements are being complied with.

F. Determine that there is no rebuilding being conducted under the repair station authorities.

9. INSPECTION PROCEDURES MANUAL.

The applicant must provide an Inspection Procedures Manual, however, in the event that the applicant desires to reference sections of the existing Quality Control/Quality Assurance manual there must be a corresponding cross reference list. This list must reference the regulations sections, corresponding manual sections, and/or pages.

11. USE OF MATERIAL REVIEW BOARD (MRB) PROCEDURES. Manufacturers who held limited ratings under subpart D, may have improperly used MRB procedures to disposition minor nonconformances to the product the manufacturer was working on, as an MMF. Certificated Repair Stations under the provisions of the subpart B or D are not permitted to use MRB procedures as mechanism for the disposition of minor nonconformances and when minor nonconformances are found they can only be cleared using FAA-approved data.

13. ENFORCEMENT. Part of the manufacturer's FAA-approved production system, which may be determined during the document compliance phase, may be appropriate for use in the repair station inspection procedures manual. This would include, as applicable, inspection methodology, drawings and specifications, test equipment/tool, and gauge calibration; therefore, § 145.57 and part 43 when applicable, will be cited in the enforcement report when noncompliance conditions are detected in the repair station.